

Subject: Families First PPSO Instructions for COAST Guard PCS Orders

The implementation of Phase 1 of the DOD Families First Program will require the Personal Property Shipping Offices (PPSO's) to enter the TAC into the local TOPS system; however, the TAC does not appear on Coast Guard orders. During Phase I, PPSO sites shall enter the TAC as described below. Additionally, the PPSO shall enter the entire LOA and Travel Order Number as they appear on the orders.

Part 1: Active Duty Military, Dependents, Reserves, Retirees, and Separated Personnel

1. Orders No.: In this field, the PPSO shall put in the Coast Guard TONO. This information can be located in the DOCUMENT IDENTIFICATION NUMBER portion of section on the CG-5131. The PPSO can enter this number with or without slash marks – it is only important to have the correct alphanumeric sequence. The following is an example of a TONO.

12 / 04 / G83PRA2B5 / 000

(1) TYPE: Document type which is always 12
(2) FY: Denotes fiscal year (last two digits of year funds were appropriated)
(3) NUMBER: Unique number assigned to each document (alpha numeric)
(4) SUFFIX: Not for field use

2. TAC: Currently, TAC codes are not located on Coast Guard PCS orders. For all active duty military, dependents, reserve, retirees, and separated personnel, use the following TAC:

ZMHG: Coast Guard Military Household Goods Shipment

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the entire text LOA, which is located in section 7 of the CG-5131. The PPSO can enter this number with or without slash marks – it is only important to have the correct alphanumeric sequence. The following is an example of a Coast Guard LOA.

2 / P / 401 / 299 / 21 / 0 / RA / 78040 / 2104 /

(1) AGENCY: Always 2 = Coast Guard
(2) DISTRICT: Always P = USCG Headquarters, Human Resources (G-W)
(3) APPN. CODE: First digit represents last digit of fiscal year. 01 represents Operating Expenses.
(4) LIM CODE: Always 299
(5) ALLOT FUND: Always 21 = Coast Guard Military PCS Transfer Account
(6) ALLOT LEVEL: Always 0
(7) PROGRAM ELEMENT: Either RA, TG, SR, or AS
(8) COST CENTER: 78040 Conus, 78045 Oconus
(9) OBJECT CLASS: 2104 Conus PCS, 2114 Oconus PCS, 2221 HHG shipment

Part 2: Coast Guard Civilian Employees

1. Orders No.: In this field, the PPSO shall enter the Coast Guard TONO. This information can be located in Section 2 of Form DOT 1500.4 (Rev. 1-89). The following is an example of a TONO.

1204G81PSC128

2. TAC: Currently, the TAC does not appear on Coast Guard Civilian PCS orders. For all civilian employees, the PPSO shall use the following TAC.

ZCHG: Coast Guard Civilian Employee Household Goods Shipment

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the LOA, which is located in section 23 of the Travel Orders. Each element of the Coast Guard LOA is identified on the orders. The following is an example of a LOA. The last portion of the LOA – the 2221 – is the Object Class, which is normally 2221.

2P4012999090SC70802/2221

Part 3: Point of Contact

Questions: Any questions shall be directed to the following personnel at the USCG Fincen.

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